



# THE CITY OF RANCHO PALOS VERDES

## RECREATION SERVICES LEADER II

(Part-time At-will Employee)

**\$13.26—\$16.30/Hourly**

The City of Rancho Palos Verdes Recreation & Parks Department is accepting applications for Recreation Leader II to work with adults with developmental disabilities in the REACH Program. Recreation Leader II's will be involved in providing therapeutic recreation activities to young adults with developmental disabilities.

The Recreation & Parks Department is committed to protection of open space for the common good and maintenance of high quality public facilities, and parks. The Department continues to offer public access to safe, affordable, innovative, and diverse recreation programs to enhance the well-being of the community.

The ideal candidates for our vacancies will have excellent customer service skills, political acumen, and excellent verbal and written communication skills. Candidates must be self-directed and able to work independently with minimal supervision. Candidates must have the ability to demonstrate energy, enthusiasm, and creativity along with patience in support and supervision of adults with developmental disabilities. Candidates selected for the position must be able to work up 28 hours a week. Please note successful candidates may NOT be guaranteed specific work site locations or fixed hours.



**MINIMUM QUALIFICATIONS:** *Any combination of training and experience that would provide the required knowledge, skills, and abilities for this program is qualifying. A typical way to obtain the required qualifications would be:*

Education: Equivalent to the completion of twelfth (12th) grade.

Experience: Must have one year of experience working with individuals with developmental disabilities. College course work in therapeutic recreation is highly desirable.

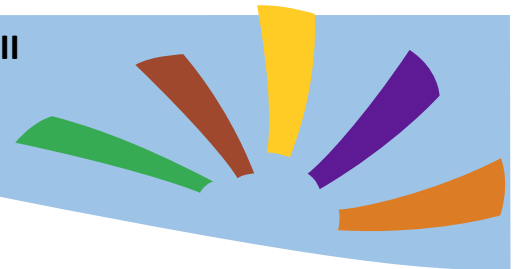
Special Requirements including licenses and certificates: Must be at least 18 years of age or older. Possession of, or ability to obtain a valid California Driver's license by time of appointment. Must be able to obtain American Red Cross First Aid Certificate and CPR certificate for infant, child and adult within 30 days of employment. Recreation Leaders must be able to work a variable schedule, which includes mornings, evenings, weekends, and holidays.

Specialized examinations require the following experience:

Recreation Leader II/Therapeutic Recreation: This position works in the REACH Program Division and works under the direction of Recreation Management. Recreation Leader II's assigned to this division will be involved in the planning, organizing and conducting a variety of recreational activities for developmental disabled young adults. As a Recreation Leader II, you will assist in the promotion, organization, preparation and leadership of a variety of indoor and outdoor activities, such as games, crafts, sports and field trips for young adults with developmental disabilities.. Applicants should demonstrate high level of responsibility, creativity, innovative, patience, and excellent communication skills. Recreation Leaders II's may also be asked to work at one of the City's community centers or special events.





**RECREATION SERVICES LEADER II****(Part-time At-will Employee)****PHYSICAL DEMANDS, ENVIRONMENTAL ELEMENTS AND WORKING CONDITIONS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 50 pounds. Employees may work in the field and are occasionally exposed to loud noise levels, windy, cold and/or hot temperatures. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



**HOW TO APPLY:** For consideration, please complete and submit a City of Rancho Palos Verdes employment application and resume by mail or in person at Rancho Palos Verdes City Hall, Attn: Human Resources, 30940 Hawthorne Boulevard, Rancho Palos Verdes, CA 90275-5391. Applications are accepted Monday through Thursday between 8:00 AM-5:00 PM and Fridays 8:00 AM-4:30 PM. You may download the application packet on our website, visit our office or call (310) 544-5332. No facsimiles, incomplete packets, electronic mail or postmarks are accepted.

If you need special assistance with the recruitment process, please contact the Human Resources Analyst at (310) 544-5332.

**TESTING PROCESS:** Qualified applicants will be referred to the Recreation Program Supervisor(s) on an on-going basis as employment opportunities exist. An Oral Appraisal Interview will evaluate training, experience and personal qualifications for those selected to the evaluation.

**SELECTION PROCESS:** Selected candidates must provide the following: 1) Copy of a TB certificate that is no older than two years from the date of application upon contingent job offer; 2) Proof of eligibility to work in the U.S. at time of appointment. Selection process includes a LiveScan through the California Department of Justice and a pre-employment physical.

The City of Rancho Palos Verdes is an Equal Employment Opportunity Employer. The provisions of this announcement do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.

